



Staff Wellbeing Policy

For all schools in the Bosco Catholic Education Trust

**This Policy has been approved and adopted by the
Bosco Catholic Education Trust**

Approved July 2024	For review July 2026
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1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those

4 Domains of Wellbeing

Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill health

- d) Co-operate with the School Business Managers to ensure that risk assessments are undertaken for roles or working practices that may give rise to work related stress**
- e) Encourage staff to participate in events and initiatives undertaken by the schools to promote wellbeing and more effective working**

Employees will:

- a) Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity**
- b) Co-operate with the Schools' efforts to implement the Wellbeing policy, attend briefings and raise their own awareness of the causes and effects of stress on health**
- c) Raise concerns with their Line Manager if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing**
- d) Take responsibility for their own health and wellbeing by adopting healthy lifestyles**
- e) Take responsibility for their own development skills as one of the means to enable them to work effectively in their team and so reduce the risk of stress**
- f) Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues**

The School Business Managers will:

- a) Provide advice to managers of staff and employees on best practice in relation to human resource management.**
- b) Ensure that there are arrangements in place for communicating the content of the Schools' human resource management policies to managers and staff**
- c) Ensure there are arrangements in place to support individuals experiencing stress, referring them to the Trust's Occupational Health advisers where appropriate**
- d) Ensure there are arrangements in place to support managers experiencing problems with employee performance**
- e) Collate management information, which will enable the schools to measure their performance in relation to stress management and employee wellbeing such as**

:

Sickness absence data

Staff turnover; exit interviews

Number of self referrals to the counsellor service

Number of referrals to the Occupational Health Contractor

Number of grievance and harassment cases

Seek the views of employees on the effectiveness of the school's wellbeing policy and stress management arrangements using staff surveys and other appropriate questionnaires

The Local Governing Committee of each Bosco School will:

- a) Act as the main focus group for consulting on the effectiveness of the wellbeing policy and the measures taken to implement it, developing questionnaires in relation to wellbeing and work related stress**
- b) Monitor the implementation of the wellbeing policy and the operation of associated arrangements such as a staff counselling service**
- c) Review the policy every three years following feedback from staff surveys, management information provided by the School Business Managers and the findings of stress risk assessments, and in consultation with appropriate bodies**
- d) Report findings to the Trust Board**

6 Implementation of the Staff Wellbeing Policy

Arrangements for implementing the wellbeing policy and stress prevention through good

Committee The IGCs will approve any revisions or amendments to the policy for recommendation to the Bosco Trust Board

